

INDIANA PUBLIC HEALTH WORKFORCE DEVELOPMENT
EDUCATION & TRAINING TOOLKIT

Individual Public Health Performance Plan

Name: _____ Division/Position: _____

HOW TO USE THIS TOOL:

A log should be kept of individual local health department staff performance plans in electronic format, hard copy or both. It is recommended that both the employer and the employee have a copy for records. Most of the columns in the template are self-explanatory. The desired skill should be tracked along with the Essential Public Health Service which acquiring that skill enhances. Additionally, it should be noted if recertification is needed and the date recorded when it is complete. A supervisor, preceptor, or other designee who has the authority to sign off on the skill once it is accomplished should initial and date affirming this approval.

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[illegible]